DOCUMENT RESUME

ED 197 168 CE 027 798

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TITLE Mountain Plains Learning Experience Guide: Marketing. Course: Merchandise Distribution Procedures.
INSTITUTION Mountain-Plains Education and Economic Development Program, Inc., Glasgow AFB, Mont.
SPONS AGENCY Office of Vocational and Adult Education (ED), Washington, D.C.
BUREAU NO 498MH90008
PUB DATE Mar 75
CONTRACT 300-79-0153
NOTE 115p.; Not available in paper copy due to light print. For related documents, see CE 027 766 and CE 027 796-808.

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS Adult Education; *Business Education; Disadvantaged; *Distributive Education; Facility Inventory; Family Programs; *Individualized Instruction; Instructional Materials; Learning Activities; Learning Modules; *Marketing; Merchandise Information; *Merchandising; Postsecondary Education; Recordkeeping; Storage; Supplies; *Transportation; Vocational Education
IDENTIFIERS Mountain Plains Program

ABSTRACT

One of thirteen individualized courses included in a marketing curriculum, this course covers the processing of merchandise from the producer to the ultimate consumer. The course is comprised of three units: (1) Shipping, (2) Receiving, Checking, and Marking, and (3) Stockkeeping. Each unit begins with a Unit Learning Experience Guide that gives directions for unit completion. The remainder of each unit consists of Learning Activity Packages (LAP) that provide specific information for completion of a learning activity. Each LAP is comprised of the following parts: objective, evaluation procedure, resources, procedure, supplemental sheets, study guide, and a LAP test with answers. The course is preceded by a pretest which is designed to direct the student to units and performance activities. (LRA)

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ED197168

MOUNTAIN PLAINS LEARNING EXPERIENCE GUIDE:

Marketing.

Course: Merchandise Distribution Procedures.

CE 027 798

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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EDUCATION

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File Code: 27.02.00.00.A2-1

Date Published: 3/17/75

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

Learning Experience Guide

COURSE: MERCHANDISE DISTRIBUTION PROCEDURES

DESCRIPTION:

This course covers the processing of merchandise from the producer to the ultimate consumer. It includes instruction in interpreting and completing the many documents needed to process merchandise efficiently and rapidly.

RATIONALE:

The processing of merchandise is an integral and essential part of the marketing and distribution area. Knowledge of correct merchandise distribution procedures is necessary in most occupations in both wholesaling and retailing.

PREREQUISITES:

Communication skills at level E.
Course 27.01 - The Distribution System.

OBJECTIVE:

Identify procedures used to process merchandise and correctly enter information on shipping, receiving, and purchase documents.

RESOURCES:

A resource list is attached.

Principal Author(s): T. Preston, B. Egan

GENERAL INSTRUCTIONS:

Complete each unit in this course as required for the occupational level you have chosen, as specified in the Student Work Plan.

UNIT TITLES:

.01 Shipping
.02 Receiving, Checking and Marking
.03 Stockkeeping

EVALUATION PROCEDURE:

Score 80% or better on the course test.

FOLLOW-THROUGH:

Upon completing this course, contact the instructor and discuss the next course to take.

RESOURCE LIST

Printed Materials

1. Physical Distribution. Lawrence A. Walsh, Gregg Division/McGraw-Hill Book Company, 1969.
2. Receiving, Checking and Marking. Kelly Ritch, Distributive Education Instructional Materials Laboratory, University of Texas at Austin, 1972.
3. Stockkeeping. Pauline W. Burbrink, Distributive Education Instructional Materials Laboratory, University of Texas at Austin, 1972.

Audio/Visuals

1. Receiving, Checking and Marking Merchandise. International Film Bureau, 1970.

Equipment

1. Projector, 35 mm filmstrip, Singer-Graflex or equivalent.

Student: _____ File Code: 27.02.00.00.A2-2

Date: _____ Date Published: 8/5/75

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

COURSE POST TEST: MERCHANDISE DISTRIBUTION PROCEDURES

27.02.01.01

1. Moving, handling, and storing goods from producer to user is called:

   a. physical distribution.
   b. consignment.
   c. common carrier.
   d. shipping.

2. A product that is available when and where people want it, through physical distribution, has an added:

   a. efficiency.
   b. safety.
   c. convenience.
   d. value.

3. The company that transports the shipment to its destination is called the:

   a. shipper.
   b. carrier.
   c. consignee.
   d. consigner.

4. The company to whom the shipment is sent is called the:

   a. consigner.
   b. consignee.
   c. shipper.
   d. carrier.

5. Warehousing is the process of storing and:

   a. physical distribution.
   b. receiving department.
   c. protecting goods.
   d. consignee.

27.02.01.02

6. The basic and most important transportation document is called the:

   a. bill of lading.
   b. memorandum.
   c. shipping order.
   d. freight bill.

7. The second copy of a bill of lading is given to:

   a. the carrier.
   b. the consignee.
   c. the shipper.
   d. the receiving department.

8. The original copy of the bill of lading is given to:

   a. the shipper.
   b. the carrier.
   c. the consignee.
   d. the warehouse department.

9. What type of bill of lading is used when the shipment is destined to a consignee who will pay for the shipment?

   a. a uniform government bill of lading
   b. a uniform order bill of lading
   c. a uniform ocean bill of lading
   d. a uniform straight bill of lading

10. The carrier uses a document to help it keep track of shipments moving over its routes; it is called a:

    a. bill of lading.
    b. freight bill.
    c. way bill.
    d. an on-hand notice.

27.02.01.03

11. The largest object used when packing and shipping is called a:

    a. container.
    b. box.
    c. carton.
    d. bag.

27.02.01.03 (continued)

12. 24 candy bars would be packed in a:

a. bag.
b. carton.
c. box.
d. container.

13. Of the three types of packages discussed in "Shipping Containers," the shipping and receiving clerk needs to be most familiar with various types of:

a. bags.
b. cartons.
c. containers.
d. boxes.

14. For protecting fragile shipments, which type of fiberboard box is commonly used?

a. plastic coated solid
b. solid
c. wax coated solid
d. corrugated

15. Regulations for classing boxes that will be shipped by truck are found in the:

a. Consignee's Waybill.
b. Uniform Freight Classification.
c. Shipping Clerk's Handbill.
d. National Motor Freight Classification.

27.02.01.04

16. Which type of carrier has more regulations on it than the others?

a. contract
b. common
c. private
d. exempt

17. One-third of all motor freight tonnage is handled by:

a. private carriers.
b. contract carriers.
c. common carriers.
d. exempt carriers.

27.02.01.04 (continued)

18. Which of the following carriers must charge a fixed rate, operate over fixed routes, and serve any shipper?

a. contract carrier
b. common carrier
c. private carrier
d. exempt carrier

19. The initials of an independent government agency that has the power to regulate common carriers and freight forwarders engaged in interstate commerce are:

a. FBI.
b. LTL.
c. TL.
d. ICC.

20. How many basic transportation factors are there when you are deciding which type of carrier you want to haul goods for you?

a. 4
b. 2
c. 1
d. 7

27.02.01.05

21. Providing pickup and delivery service for the small shipper is done by the:

a. retailer.
b. truck companies.
c. wholesaler.
d. freight forwarder.

22. Pickup and delivery service for small shippers with less than a full truckload is called a:

a. live-haul.
b. consignee.
c. CL.
d. TI.

23. Pipelines specialize in carrying liquid bulk products, such as oil. The one carrier least suited to carrying bulk products is:

a. the pipeline.
b. the rail.
c. water.
d. the truck.

27.02.01.05 (continued)

24. TOFC stands for:

a. abbreviation for the four types of transportation.
b. transportation office and freight center.
c. interstate commerce restriction agency.
d. piggyback service offered by railroads.

25. Carriers that specialize in consolidating LCL or LTL shipments of various shippers into CL or TL lots are:

a. consignees.
b. pipelines.
c. freight forwarders.
d. carload freights.

27.02.02.01

26. Who supervises receiving, checking, and marking operations in the small store?

a. any employee in the store
b. receiving clerk
c. manager
d. traffic manager

27. Who does not supervise receiving, checking, and marking operations in a large store?

a. traffic manager
b. receiving clerk
c. manager
d. receiving superintendent

28. When a store has a warehouse or service center, what goods is usually not received there?

a. lawn supplies
b. furniture
c. ready-to-wear items
d. hardware

29. In large stores, one of the three general layout arrangements that may be used in a receiving department is:

a. storing closets.
b. shelves.
c. a stationary table layout.
d. warehouses.

27.02.02.01 (continued)

30. To move merchandise in between floors in large stores what is used?

a. vertical lifts
b. elevators
c. gravity chutes
d. gravity conveyors

27.02.02.02

31. Once the purchase requisition is signed, to whom do you send it?

a. to the retailer
b. to the wholesaler
c. to the shipping clerk
d. to the purchasing agent

32. To whom do you send the completed purchase order?

a. to the purchasing agent
b. to the manager for final approval
c. to the vendor
d. to the receiving agent

33. To whom will the warehouse manager give the stock requisition?

a. to the carrier
b. to the vendor
c. to the material handler
d. to the store manager

34. When neither the invoice nor the order form is given to the checker when unpacking merchandise, this type of check is called:

a. direct check.
b. blind check.
c. quality check.
d. packing slip check.

35. Which function below is not part of the function of the checking room in a large store?

a. receiving boxes
b. opening boxes
c. checking merchandise
d. marking merchandise

27.02.02.03

36. What package should the checking room open first when a bunch comes in?

a. It doesn't matter which one is opened first.
b. The largest one.
c. The smallest one.
d. The one with the packing slip enclosed.

37. If a shipment of goods is shipped by freight and there is a shortage, claims for the shortage would first go to the:

a. carrier.
b. shipper.
c. consignee.
d. anyone of the three.

38. How is a claim for shortages of goods prepared?

a. From the waybill.
b. From the bill of lading.
c. From the packing slip.
d. From the invoice.

39. What kind of a form is used for credit or return of goods to the vendor?

a. Report form.
b. Waybill.
c. Charge back form.
d. Bill of lading.

40. Before using a container that has been used from a previous shipment, you check:

a. for the correct tape to bind it.
b. for elimination of old shipping marks.
c. to see if the shipper will haul this kind of a box.
d. to be sure that the invoice is in with the returning merchandise.

27.02.92.04

41. When using a can such as

1	2	3
4	5	6
7	8	9

what would [illegible] be?

a. $4.75
b. $5.74
c. $4.57
d. $7.45

27.02.02.04 (continued)

42. One type of rubber stamp is:

a. squared.
b. raised.
c. band.
d. egged.

43. The ideal ticket for marking shirts, jackets, suits, and other garments is the:

a. folding pin ticket.
b. gum ticket.
c. hole ticket.
d. ring seal ticket.

44. Which item below is not a reason for remarking merchandise?

a. When merchandise is moved on the selling floor.
b. Returned merchandise.
c. Mark downs.
d. Markups.

45. In large stores, when a price change occurs in the merchandise, a report is filled out by the:

a. store manager.
b. buyer.
c. general manager.
d. department supervisor.

27.02.03.01

46. The term that refers to the handling of merchandise within the store and moving it from one place to another as needed is:

a. stockkeeping.
b. marking.
c. receiving.
d. shipping.

47. One type of outflow of merchandise that the buyer supervises and authorizes is:

a. transfer of goods to another department for selling.
b. fast moving goods.
c. reserve stock.
d. warehouse stock.

27.02.03.01 (continued)

48. When a stockroom is located in a small room along the outside walls of the store, this is called:

a. a decentralized stockroom.
b. a centralized stockroom.
c. a receiving stockroom.
d. a marking stockroom.

49. For ease in moving merchandise, a stockroom should be placed so as to move merchandise in a:

a. one-way plan.
b. two-way plan.
c. cross traffic plan.
d. small confined stockroom.

50. The most common piece of equipment for moving boxes and bales of merchandise in a retail store is the:

a. two-wheeled truck.
b. four-wheeled truck.
c. conveyor truck.
d. movable table.

27.02.03.02

51. The location of the fast moving items is:

a. in the department that it belongs in on the selling floor.
b. on the top shelves.
c. in movable baskets and tables.
d. in the lower lines or near the aisles.

52. Space in a stockroom is most efficiently used with:

a. movable lines.
b. stationary tables.
c. adjustable shelves.
d. trucks and dollies.

53. Why should merchandise be given adequate space when storing in a stockroom?

a. To prevent damage when overstocking.
b. To prevent a fire hazard.
c. To be able to get a better inventory.
d. To be able to keep track of how much old merchandise a person has.

27.02.03.02 (continued)

54. What percent of any store's accidents could be avoided if management and the workers were more safety conscious?

a. 2%.
b. 50%.
c. 80%.
d. 100%.

55. The most important rule to keep in mind when lifting is to:

a. use leg muscles.
b. use back muscles.
c. use arm muscles.
d. use arm and back muscles.

27.02.03.03

56. The relationship between stocks and sales in dollar stock control is usually checked at:

a. semi-annual intervals.
b. monthly intervals.
c. annual intervals.
d. weekly intervals.

57. How many general types of work control are there?

a. Twenty.
b. Two.
c. Fifteen.
d. Five.

58. Most stores take a physical inventory of the merchandise in stock at least:

a. once a year.
b. four times a year.
c. twice a year.
d. three times a year.

59. The system which will not detect stock shortages is:

a. dissection or classification of a department.
b. periodic inventory and sales analysis.
c. method based on the use of duplicate tickets.
d. method based on the use of duplicate requisitions.

27.02.03.03 (continued)

60. The method that differs from all others of stock control in that it endeavors to trace each piece of merchandise and record the successive steps in its handling from the time the order is placed until the order is sold is:

a. sales analysis stock control.
b. model or basic stock control.
c. unit control.
d. dissection or classification control.

COURSE PRETEST ANSWER KEY: MERCHANDISE DISTRIBUTION PROCEDURES

Occupational Area:
File Code: 27.02.00.00.A2-2
Name:

ANSWERS

27.02.01.01	1.	a	27.02.01.05	21.	d	27.02.02.04	41. a
	2.	d		22.	a		42. c
	3.	b		23.	d		43. d
	4.	b		24.	d		44. a
	5.	c		25.	c		45. b
27.02.01.02	6.	a	27.02.02.01	26.	c	27.02.03.01	46. c
	7.	a		27.	c		47. a
	8.	c		28.	c		48. b
	9.	d		29.	c		49. a
	10.	c		30.	a		50. d
27.02.01.03	11.	a	27.02.02.02	31.	d	27.02.03.02	51. d
	12.	b		32.	c		52. c
	13.	d		33.	c		53. a
	14.	d		34.	b		54. c
	15.	d		35.	a		55. a
27.02.01.04	16.	b	27.02.02.03	36.	d	27.02.03.03	56. b
	17.	c		37.	b		57. d
	18.	b		38.	d		58. c
	19.	d		39.	c		59. a
	20.	a		40.	b		60. c

COURSE POST TEST ANSWER KEY: MERCHANDISE DISTRIBUTION PROCEDURES

Occupational Area:
File Code: 27.02.00.00.A2-2
Name:

ANSWERS

27.02.01.01	1. a		27.02.01.05	21. d		27.02.02.04	41. a
	2. d			22. a			42. c
	3. b			23. d			43. d
	4. b			24. d			44. a
	5. c			25. c			45. b
27.02.01.02	6. a		27.02.02.01	26. c		27.02.03.01	46. c
	7. a			27. c			47. a
	8. c			28. c			48. b
	9. d			29. c			49. a
	10. c			30. a			50. d
27.02.01.03	11. a		27.02.02.02	31. d		27.02.03.02	51. d
	12. b			32. c			52. c
	13. d			33. c			53. a
	14. d			34. b			54. c
	15. d			35. a			55. a
27.02.01.04	16. b		27.02.02.03	36. d		27.02.03.03	56. b
	17. c			37. b			57. d
	18. b			38. d			58. c
	19. d			39. c			59. a
	20. a			40. b			60. c

COURSE TEST ANSWER SHEET

Occupational Area: PRE & POST
File Code: 27.02.00.00 A2-2
Name: _____
Family Pay Number _____ Sex M F (Circle 1)

ANSWERS

0201

1. A _____
2. D _____
3. B _____
4. B _____
5. C _____

02

6. A _____
7. A _____
8. C _____
9. D _____
10. C _____

03

11. A _____
12. B _____
13. D _____
14. D _____
15. D _____

04

16. B _____
17. C _____
18. B _____
19. D _____
20. A _____

05

21. D _____
22. A _____
23. D _____
24. D _____
25. C _____

0202

26. C _____
27. C _____
28. C _____
29. C _____
30. A _____

02

31. D _____
32. C _____
33. C _____
34. B _____
35. A _____

03

36. D _____
37. B _____
38. D _____
39. C _____
40. B _____

04

41. A _____
42. C _____
43. D _____
44. A _____
45. B _____

0203

46. C _____
47. A _____
48. B _____
49. A _____
50. D _____

02

51. D _____
52. C _____
53. A _____
54. C _____
55. A _____

03

56. B _____
57. D _____
58. C _____
59. A _____
60. C _____

File Code: 27.02.01.00.A2-1

Date Published: 3/17/75

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

Learning Experience Guide

UNIT: SHIPPING

RATIONALE:

Knowledge of the procedures used in processing merchandise for shipment is needed by certain marketing employees so merchandise will be transported efficiently and rapidly to the purchaser

PREREQUISITES:

Communication skills at Level E.

OBJECTIVE:

Identify the procedures used to prepare merchandise for shipping. Correctly enter necessary information on shipping documents.

RESOURCES:

Physical Distribution, Lawrence A. Walsh, Gregg Division/McGraw-Hill Book Co., 1969.

GENERAL INSTRUCTIONS:

Complete all performance activities in this unit. Take the unit test.

PERFORMANCE ACTIVITIES:

.01 Transportation Terminology
.02 Transportation Documents
.03 Shipping Containers
.04 Motor Carriers
.05 Non-Motor Carriers

EVALUATION PROCEDURE:

Score 80% or better on a multiple-choice unit test and meet objectives listed on the performance test.

FOLLOW-THROUGH:

Go to the first assigned LAP.

Principal Author(s): T. Preston, B. Egan

Student: _____ File Code: 27.02.01.00.A2-2

Date: _____ Date Published: 9/4/74

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

UNIT PRETEST: SHIPPING

27.02.01.01

1. A product that is available when and where people want it, through physical distribution, has an added:

   a. efficiency.
   b. safety.
   c. convenience.
   d. value.

2. The company that ships or sends out the goods is called the:

   a. consignee.
   b. common carrier.
   c. shipper.
   d. private carrier.

3. The company that transports the shipment to its destination is called the:

   a. shipper.
   b. carrier.
   c. consignee.
   d. consigner.

4. Warehousing is the process of storing and:

   a. physical distribution.
   b. receiving department.
   c. protecting goods.
   d. consignee.

5. When a warehouse begins to serve such functions as credit checking and collecting the customer's money, it is properly called a:

   a. common carrier.
   b. receiving department.
   c. warehouse.
   d. distribution center.

27.02.01.02

6. Who selects an appropriate carrier to haul a shipment?

   a. consignee
   b. shipping clerk
   c. receiving department
   d. consigner

7. How many copies must a bill of lading have?

   a. 2
   b. 3
   c. 1
   d. 4

8. A uniform straight bill of lading is printed on what color of paper?

   a. pink
   b. yellow
   c. white
   d. blue

9. The carrier uses a document to help it keep track of shipments moving over its routes; it is called a:

   a. bill of lading.
   b. freight bill.
   c. waybill.
   d. an on-hand notice.

10. Numbers assigned in progressive series to waybills are:

   a. sequence numbers.
   b. subsequent numbers.
   c. PRA numbers.
   d. can numbers.

27.02.01.03

11. The largest object used when packing and shipping is called a:

   a. container.
   b. box.
   c. carton.
   d. bag.

27.02.01.03 (continued)

12. Box measurements are stated by using three numbers. The first number is the:

a. interior length.
b. exterior length.
c. exterior width.
d. interior width.

13. One of the following statements should not apply to storing empty boxes. Select the appropriate statement.

a. store empty boxes in a dry place
b. always keep boxes off the ground on chocks
c. stack boxes one atop of the other
d. store boxes in an unheated warehouse

14. Box numbers are stated by using three numbers. The second number refers to the:

a. exterior length.
b. interior width.
c. interior length.
d. exterior width.

15. Regulations for classing boxes that will be shipped by truck are found in the:

a. Consignee's Waybill.
b. Uniform Freight Classification.
c. Shipping Clerk's Handbill.
d. National Motor Freight Classification.

27.02.01.04

16. Which type of carrier has more regulations on it than the others?

a. contract
b. common
c. private
d. exempt

17. Fifty years ago the only practical way to transport large shipments over land was by:

a. truck.
b. horses.
c. railroad.
d. airplane.

27.02.01.04 (continued)

18. Freight carried between states generally is done by:

a. interstate carriers.
b. intrastate carriers.
c. short-haul trucking companies.
d. private carriers.

19. The initials of an independent government agency that has the power to regulate common carriers and freight forwarders engaged in interstate commerce are:

a. FBI.
b. LTL.
c. TL.
d. ICC.

20. How many basic transportation factors are there when you are deciding which type of carrier you want to haul goods for you?

a. 4
b. 2
c. 1
d. 7

27.02.01.05

21. Providing pickup and delivery service for the small shipper is done by the:

a. retailer.
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d. freight forwarder.

22. Pickup and delivery service for small shippers with less than a full truckload is called a:

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b. consignee.
c. CL.
d. TL.

23. Pipelines specialize in carrying liquid bulk products, such as oil. The one carrier least suited to carrying bulk products is:

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b. the rail.
c. water.
d. the truck.

27.02.01.05 (continued)

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a. consignees.
b. pipelines.
c. freight forwarders.
d. carload freights.

UNIT TEST ANSWER SHEET

(Unit Pretest Answer Key)

Occupational Area:
File Code: 27.02.01.00.A2-2
Name:

ANSWERS

27.02.01.01	1.	d		27.02.01.05	21.	d	41.
	2.	c			22.	a	42.
	3.	b			23.	d	43.
	4.	c			24.	d	44.
	5.	d			25.	c	45.
27.02.01.02	6.	b			26.		46.
	7.	b			27.		47.
	8.	c			28.		48.
	9.	c			29.		49.
	10.	c			30.		50.
27.02.01.03	11.	a			31.		51.
	12.	a			32.		52.
	13.	d			33.		53.
	14.	b			34.		54.
	15.	d			35.		55.
27.02.01.04	16.	b			36.		56.
	17.	c			37.		57.
	18.	a			38.		58.
	19.	d			39.		59.
	20.	a			40.		60.

File Code: 27.02.01.01.A2-0

Date Published: 3/17/75

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Transportation Terminology

OBJECTIVE:

Identify the definitions of the most commonly used terms in the transportation industry.

EVALUATION PROCEDURES:

Complete a student-scored multiple-choice objective test. Successful completion is eight out of ten items.

RESOURCES:

Physical Distribution, Walsh, 1969.

PROCEDURE:

1. Obtain a copy of the text and go to your study area.
2. Read pages through 6.
3. Answer questions 1 through 8 at the bottom of page 7 on a separate sheet of paper.
4. Turn in your answer sheet to the instructor.
5. Return the text.
6. Take the LAP test after completion of this LAP and LAP 27.02.01.02 "Transportation Documents." Correct all errors.
7. If the assignment is successfully completed, proceed to the next LAP.

Principal Author(s): T. Preston, B. Egan

(Uniform Domestic Straight Bill of Lading, adopted by Carriers in Official Southern, Western and Illinois Classification territories March 15, 1922, as amended August 1, 1930, and June 15, 1941.)

Shipper's No. _____

UNIFORM STRAIGHT BILL OF LADING
(PRESCRIBED BY THE INTERSTATE COMMERCE COMMISSION)
ORIGINAL - NOT NEGOTIABLE

Agent's No. _____

_____ COMPANY

RECEIVED, Subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading,

AT _____, 19

FROM _____

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned and destined as indicated below, which said company (the word company being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry in its usual place of delivery at said destination, if on its own road or its own water line, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns.

Mail or street address of consignee - For purposes of notification only

Consigned to _____

Destination _____ State of _____ County of _____

Route _____

_____ Car Initial _____ Car Number _____

No. Packages	Description of Articles, Special Marks and Exceptions	*Weight (Subject to Correction)	Class or Rate	Check Col.

If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

_____
(Signature of Consignor)

If charges are to be prepaid, write or stamp here. "To Be Prepaid."

_____

Received $ _____
to apply in prepayment of the charges on the property described

_____
Agent or Cashier

Per _____
(The signature here acknowledges only the amount prepaid).

Charges advanced:

_____

NOTE - Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____ Per _____

_____ *Shipper.* _____ *Agent.*

Per _____ Per _____

Permanent Post-office address of Shipper _____

The fibre boxes used for this shipment conform to the specifications set forth in the box-maker's certificate thereon, and all other requirements of Rule 41 Consolidated Freight Classifications.

INVENTORY CARD

TERMS:	DISCOUNT:	REORDER PERIOD	VENDOR

STOCK NUMBER	DESCRIPTION	COST	CURRENT INVENTORY								STOCK	
											Maximum	Minimum
			DATE									
			Stock on Hand									
			On Order									
			DATE									
			Stock on Hand									
			On Order									
			DATE									
			Stock on Hand									
			On Order									
			DATE									
			Stock on Hand									
			On Order									
			DATE									
			Stock on Hand									
			On Order									
			DATE									
			Stock on Hand									
			On Order									

INVOICE

SOLD TO: _____ INVOICE NO: _____

_____ DATE: _____

_____ TERMS: _____

Customer Order No.	Date Received	Date Shipped	Ship Via

QUANTITY ORDERED	STOCK NUMBER	DESCRIPTION	QUANTITIES		UNIT PRICE	EXTENSION AMOUNT
			Shipped	Back-ordered		

RECEIVING REPORT

This form is to be filled out and sent to the purchasing agent the day that material is received. If this report indicates a partial shipment, a supplemental receiving report should be prepared showing materials yet to be received on this order. Provide full particulars if material is unacceptable for any reason.

Rec. By	Shipper	Shipped By (City Only)	Carrier	Carrier's No.	Items Rec.	Weight	Charges	Dept.	Rec. No.	Date Rec.

- Report loss or damage immediately to the purchasing division.
- Retain container and contents for inspection.
- Furnish damage report on form supplied by purchasing department.

Partial Shipment _____

Order Completed _____

PACKING SLIP

TO:

FROM:

Customer's Order Number

QUANTITY ORDERED	DESCRIPTION	QUANTITY SHIPPED	QUANTITY Back Ordered

STOCK REQUISITION

TO: _____ AUTHORIZED SIGNATURE: _____

DATE: _____ DEPARTMENT: _____

CONSIGNED TO: _____ INVOICE NO.: _____

QUANTITY	STOCK NO.	BIN NO.	DESCRIPTION	WAREHOUSE USE	
				Quantity Picked	Quantity Back-ordered

PURCHASE ORDER

TO:

Purchase Order No. _____

Date: _____

Delivery To: _____

_____

_____

Delivery Date: _____

Ship By: _____

UNIT	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION AMOUNT

TERMS

Purchasing Agent

PURCHASE REQUISITION

FROM _____ (DEPARTMENT) DATE _____

WANTED _____ ORDER NO. _____
REPLACEMENT EQUIPMENT

QUANTITY	DESCRIPTION

◊ Requisitions for articles not carried must be approved by works manager before purchase is made.

APPROVED _____ SIGNED _____

Foreman will not use this space.

Purchase Order No. _____

Order From _____

Student: _____ File Code: 27.02.01.02.A2-2

Date: _____ Date Published: 9/4/74

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

LAP TEST: TRANSPORTATION TERMINOLOGY/DOCUMENTS

27.02.01.01

1. Moving, handling, and storing goods from producer to user is called:

   a. physical distribution.
   b. consignment.
   c. common carrier.
   d. shipping.

2. The company that ships or sends out the goods is called the:

   a. consignee.
   b. common carrier.
   c. shipper.
   d. private carrier.

3. The company that transports the shipment to its destination is called the:

   a. shipper.
   b. carrier.
   c. consignee.
   d. consigner.

4. Warehousing is the process of storing and:

   a. physical distribution.
   b. receiving department.
   c. protecting goods.
   d. consignee.

5. When a warehouse begins to serve such functions as credit checking and collecting the customer's money, it is properly called a:

   a. common carrier.
   b. receiving department.
   c. warehouse.
   d. distribution center.

27.02.01.02

6. Who selects an appropriate carrier to haul a shipment?

   a. consignee
   b. shipping clerk
   c. receiving department
   d. consigner

7. How many copies must a bill of lading have?

   a. 2
   b. 3
   c. 1
   d. 4

8. The second copy of a bill of lading is given to:

   a. the carrier.
   b. the consignee.
   c. the shipper.
   d. the receiving department.

9. The original copy of a bill of lading is given to:

   a. the shipper.
   b. the carrier.
   c. the consignee.
   d. the warehouse department.

10. A uniform straight bill of lading is printed on what color of paper?

   a. pink
   b. yellow
   c. white
   d. blue

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

File Code: 27.02.01.02.A2-0
Date Published: 3/17/75

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Transportation Documents

OBJECTIVE:

Identify the purposes of the following transportation documents: bill of lading, waybill, freight bill, arrival notice.

EVALUATION PROCEDURE:

Complete a student-scored multiple-choice objective test. Successful completion is eight out of ten items.

RESOURCES:

Physical Distribution, Walsh, 1969.
Blank Bill of Lading (in file drawer, with this LAP sheet).

PROCEDURE:

1. Obtain a copy of the text and read pages 31 through 41.
2. Neatly answer questions 1 through 10 at the top of page 42, and questions 1 and 2 at the bottom of page 42 on a separate sheet of paper.
3. Using the information given at the top of page 38, complete the blank Bill of Lading provided with this LAP.
4. Turn in answer sheet and Bill of Lading to instructor.
5. Take the LAP test. Correct all errors.
6. If successfully completed, proceed to the next LAP.

Principal Author(s): T. Preston, B. Egan

LAP TEST ANSWER KEY: TRANSPORTATION TERMINOLOGY/DOCUMENTS

LAP 01
1. a
2. c
3. b
4. c
5. d

LAP 02
6. b
7. b
8. a
9. c
10. c

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

File Code: 27.02.01.03. B1-0

Date Published: 3/4/76

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Shipping Containers

OBJECTIVE:

Identify the types and characteristics of inner and outer packaging materials in which merchandise is shipped.

EVALUATION PROCEDURE:

Complete a student-scored multiple-choice objective test. Successful completion is eight out of ten items.

RESOURCES:

Physical Distribution, Walsh, 1969.

PROCEDURE:

1. Obtain a copy of the text, Physical Distribution.
2. Read pages 91 through 97.
3. Answer questions 1 thru 9 at the top of page 98, and questions 1, 3, 4, 5, and 6 at the bottom of page 98 on a separate sheet of paper.
4. Turn in your answer sheet to the instructor.
5. Return text.
6. Take the combined LAP test after completion of LAPs 27.02.01.04 and 27.02.01.05.
7. If assignment is successfully completed, continue on to the next LAP.

Principal Author(s): T. Preston, B. Egan

File Code: 27.02.01.04. B1-0

Date Published: 3/4/76

Mountain-Plains Education & Economic Development Program, Inc.
Havre AFB, Montana 59231

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Motor Carriers

OBJECTIVE:

Identify the role of Motor Carriers, and their basic transportation factors.

EVALUATION PROCEDURE:

Complete a student-scored multiple-choice objective test. Successful completion is eight out of ten items.

RESOURCES:

Physical Distribution, Walsh, 1969.

PROCEDURE:

1. Obtain a copy of the text and go to your study area.
2. Read pages 59 through 64.
3. Answer questions 1 through 8 on the bottom of page 65, and questions 2, 3, 4, 6, and 8 on page 66 on a separate sheet of paper.
4. Turn in your answer sheet to the instructor.
5. Return the text.
6. Take the combined LAP test after completion of LAPs 27.02.01.03 and 27.02.01.05. Correct all errors.
7. If the assignment is successfully completed, proceed to the next LAP.

Principal Author(s): T. Preston, B. Egan

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

File Code: 27.02.01.05.A2-0

Date Published: 3/17/75

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Non-Motor Carriers

OBJECTIVE:

Identify the different types of Non-Motor carriers and define the roles of each.

EVALUATION PROCEDURE:

Complete a student-scored multiple-choice objective test. Successful completion is eight out of ten items.

RESOURCES:

Physical Distribution, Walsh, 1969.

PROCEDURE:

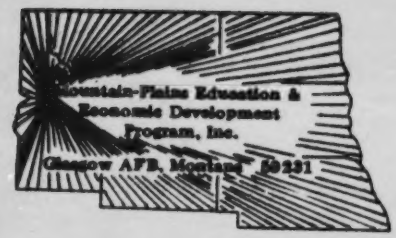
1. Obtain a copy of the text and go to your study area.
2. Read pages 69 through 76.
3. Answer questions 1 through 10 at the bottom of page 77, and questions 2, 3, 5, and 9 on page 78 on a separate sheet of paper.
4. Turn in your answer sheet to the instructor.
5. Return the text.
6. Take the combined LAP test after completion of this LAP and LAPs 27.02.01.03 and 27.02.01.04. Correct all errors.
7. If the assignment is successfully completed, proceed to the next unit.

Principal Author(s): T. Preston, B. Egan

27.02.01.04.A2-2

Student: _____ File Code: 27.02.01.05.A2-2

Date: _____ Date Published: 9/18/75



LAP TEST: SHIPPING CONTAINERS AND MOTOR/NON-MOTOR CARRIERS

27.02.01.03

1. Of the three types of packages discussed in "Shipping Containers," the shipping and receiving clerk needs to be most familiar with various types of:

   a. bags.
   b. cartons.
   c. containers.
   d. boxes.

2. For protecting fragile shipments, which type of fiberboard box is commonly used?

   a. plastic coated solid
   b. solid
   c. wax coated solid
   d. corrugated.

3. One of the following statements should not apply to storing empty boxes. Select the appropriate statement.

   a. store empty boxes in a dry place
   b. always keep boxes off the ground on chocks
   c. stack boxes one atop of the other
   d. store boxes in an unheated warehouse

4. Box numbers are stated by using three numbers. The second number refers to the:

   a. exterior length.
   b. interior width.
   c. interior length.
   d. exterior width.

27.02.01.04

5. Which type of carrier has more regulations on it than the others?

   a. contract
   b. common
   c. private
   d. exempt

27.02.01.04 (continued)

6. One-third of all motor freight tonnage is handled by:

   a. private carriers.
   b. contract carriers.
   c. common carriers.
   d. exempt carriers.

7. Fifty years ago the only practical way to transport large shipments over land was by:

   a. truck.
   b. horses.
   c. railroad.
   d. airplane.

8. The initials of an independent government agency that has the power to regulate common carriers and freight forwarders engaged in interstate commerce are:

   a. FBI.
   b. LTL.
   c. TL.
   d. ICC.

27.02.01.05

9. Pickup and delivery service for small shippers with less than a full truckload is called a:

   a. line-haul.
   b. consignee.
   c. CL.
   d. TL.

10. Pipelines specialize in carrying liquid bulk products, such as oil. The one carrier least suited to carrying bulk products is:

    a. the pipeline.
    b. the rail.
    c. water.
    d. the truck.

LAP TEST ANSWER KEY: SHIPPING CONTAINERS AND MOTOR/NON-MOTOR CARRIERS

LAP 03
1. d
2. d
3. d
4. b

LAP 04
5. b
6. c
7. c
8. d

LAP 05
9. a
10. d

Student: _____ File Code: 27.02.01.00.B2-2

Date: _____ Date Published: 9/18/75

UNIT POST TEST: SHIPPING

27.02.01.01

1. Moving, handling, and storing goods from producer to user is called:

   a. physical distribution.
   b. consignment.
   c. common carrier.
   d. shipping.

2. A product that is available when and where people want it, through physical distribution, has an added:

   a. efficiency.
   b. safety.
   c. convenience.
   d. value.

3. The company to whom the shipment is sent is called the:

   a. consigner.
   b. consignee.
   c. shipper.
   d. carrier.

4. Warehousing is the process of storing and:

   a. physical distribution.
   b. receiving department.
   c. protecting goods.
   d. consignee.

5. When a warehouse begins to serve such functions as credit checking and collecting the customer's money, it is properly called a:

   a. common carrier.
   b. receiving department.
   c. warehouse.
   d. distribution center.

27.02.01.02

6. The basic and most important transportation document is called the:

   a. bill of lading.
   b. memorandum.
   c. shipping order.
   d. freight bill.

7. What type of bill of lading is used when the shipment is destined to a consignee who will pay for the shipment?

   a. a uniform government bill of lading
   b. a uniform order bill of lading
   c. a uniform ocean bill of lading
   d. a uniform straight bill of lading

8. The carrier uses a document to help it keep track of shipments moving over its routes; it is called a:

   a. bill of lading.
   b. freight bill.
   c. way bill.
   d. an on-hand notice.

9. A document used only rarely when the carrier cannot make delivery of goods is called a (n):

   a. way bill.
   b. freight bill.
   c. bill of lading.
   d. on-hand notice.

10. Numbers assigned in progressive series to way bills are:

   a. sequence numbers.
   b. subsequent numbers.
   c. PRO numbers.
   d. can numbers.

27.02.01.03

11. The largest object used when packing and shipping is called a:

   a. container.
   b. box.
   c. carton.
   d. bag.

27.02.01.03 (continued)

12. 24 candy bars would be packed in a:

a. bag.
b. carton.
c. box.
d. container.

13. Box measurements are stated by using three numbers. The first number is the:

a. interior length.
b. exterior length.
c. exterior width.
d. interior width.

14. Box numbers are stated by using three numbers. The second number refers to the:

a. exterior length.
b. interior width.
c. interior length.
d. exterior width.

15. Regulations for classing boxes that will be shipped by truck are found in the:

a. Consignee's Waybill.
b. Uniform Freight Classification.
c. Shipping Clerk's Handbill.
d. National Motor Freight Classification.

27.02.01.04

16. Fifty years ago the only practical way to transport large shipments over land was by:

a. truck.
b. horses.
c. railroad.
d. airplane.

17. Which of the following carriers must charge a fixed rate, operate over fixed routes, and serve any shipper?

a. contract carrier
b. common carrier
c. private carrier
d. exempt carrier

27.02.01.04 (continued)

18. Freight carried between states generally is done by:

a. interstate carriers.
b. intrastate carriers.
c. short-haul trucking companies.
d. private carriers.

19. The initials of an independent government agency that has the power to regulate common carriers and freight forwarders engaged in interstate commerce are:

a. FBI.
b. LTL.
c. TL.
d. ICC.

20. How many basic transportation factors are there when you are deciding which type of carrier you want to haul goods for you?

a. 4
b. 2
c. 1
d. 7

27.02.01.05

21. Providing pickup and delivery service for the small shipper is done by the:

a. retailer.
b. truck companies.
c. wholesaler.
d. freight forwarder.

22. Pickup and delivery service for small shippers with less than a full truckload is called a:

a. line-haul.
b. consignee.
c. CL.
d. TL.

23. Pipelines specialize in carrying liquid bulk products, such as oil. The one carrier least suited to carrying bulk products is:

a. the pipeline.
b. the rail.
c. water.
d. the truck.

27.02.01.05 (continued)

24. TOFC stands for:

a. abbreviation for the four types of transportation.
b. transportation office and freight center.
c. interstate commerce restriction agency.
d. piggyback service offered by railroads.

25. Carriers that specialize in consolidating LCL or LTL shipments of various shippers into CL or TL lots are:

a. consignees.
b. pipelines.
c. freight forwarders.
d. carload freights.

UNIT TEST ANSWER SHEET

(Unit Post Test Answer Key)

Occupational Area: _____

File Code: 27.02.01.00.B2-2

Name: _____

ANSWERS

27.02.01.01	1.	a _____	27.02.01.05	21.	d _____	41.	_____
	2.	d _____		22.	a _____	42.	_____
	3.	b _____		23.	d _____	43.	_____
	4.	c _____		24.	d _____	44.	_____
	5.	d _____		25.	c _____	45.	_____
27.02.01.02	6.	a _____		26.	_____	46.	_____
	7.	d _____		27.	_____	47.	_____
	8.	c _____		28.	_____	48.	_____
	9.	d _____		29.	_____	49.	_____
	10.	c _____		30.	_____	50.	_____
27.02.01.03	11.	a _____		31.	_____	51.	_____
	12.	b _____		32.	_____	52.	_____
	13.	a _____		33.	_____	53.	_____
	14.	b _____		34.	_____	54.	_____
	15.	d _____		35.	_____	55.	_____
27.02.01.04	16.	c _____		36.	_____	56.	_____
	17.	b _____		37.	_____	57.	_____
	18.	a _____		38.	_____	58.	_____
	19.	d _____		39.	_____	59.	_____
	20.	a _____		40.	_____	60.	_____

File Code: 27.02.02.00.A2-1

Date Published: 3/17/75

Learning Experience Guide

UNIT: RECEIVING, CHECKING, AND MARKING

RATIONALE:

Merchandise received from vendors must be quantity and quality checked to ensure that a business is receiving exactly what was ordered. Merchandise must be priced accurately and clearly to assist customers in shopping.

PREREQUISITES:

Communication skills on Level E.

OBJECTIVE:

Identify the types of procedures used in receiving, checking, and marking merchandise for resale. Correctly enter information on purchase and receiving documents.

RESOURCES:

Physical Distribution, Lawrence A. Walsh, Gregg Division/McGraw-Hill Book Co., 1969.
Receiving, Checking, and Marking, Kelly Ritch, Distributive Education Instructional Materials Laboratory, University of Texas at Austin, 1972.
"Receiving, Checking, Marking Merchandise," International Film Bureau, 1970, sound filmstrip.
Audio-Visual equipment.
Price-marking equipment and supplies.

GENERAL INSTRUCTIONS:

Complete all performance activities in this unit. Take the unit test.

PERFORMANCE ACTIVITIES:

.01 Receiving Departments and Equipment.
.02 Merchandise Handling.
.03 Discrepancies and Vendor Returns.
.04 Marking Merchandise.
.05 Monarch Dial-A-Pricer.

Principal Author(s): T. Preston, B. Egan

EVALUATION PROCEDURE:

Score 80% or better on unit test. Complete the performance test according to the criterion on the test.

FOLLOW-THROUGH:

Go to the first assigned LAP.

PURCHASE ORDER

TO:

Purchase Order No. _____

Date: _____

Delivery To: _____

_____

_____

Delivery Date: _____

Ship By: _____

UNIT	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION AMOUNT

TERMS

Purchasing Agent

27.02.02.02.A2-0

(Uniform Domestic Straight Bill of Lading, adopted by Carriers in Official Southern, Western and Illinois Classification territories March 15, 1922, as amended August 1, 1930, and June 15, 1941.)

Shipper's No. _____

Agent's No. _____

UNIFORM STRAIGHT BILL OF LADING
(PRESCRIBED BY THE INTERSTATE COMMERCE COMMISSION)
ORIGINAL - NOT NEGOTIABLE

_____ COMPANY

RECEIVED, Subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading,

AT _____, 19

FROM _____

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned and destined as indicated below, which said company (the word company being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry in its usual place of delivery at said destination, if on its own road or its own water line, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns.

Mail or street address of consignee - For purposes of notification only

Consigned to _____

Destination _____ State of _____ County of _____

Route _____

_____ Car Initial _____ Car Number _____

No. Packages	Description of Articles, Special Marks and Exceptions	*Weight (Subject to Correction)	Class or Rate	Check Col.

If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

_____

(Signature of Consignor)

If charges are to be prepaid, write or stamp here. "To Be Prepaid."

Received $_____ to apply in prepayment of the charges on the property described

Agent or Cashier

Per _____

(The signature here acknowledges only the amount prepaid).

Charges advanced:

_____

NOTE - Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____ Per _____

_____ *Shipper.*

Per _____

_____ *Agent*

Per _____

Permanent Post-office address of Shipper

56

The fibre boxes used for this shipment conform to the specifications set forth in the box-maker's certificate thereon, and all other requirements of Rule 41 Consolidated Freight Classification.

Student: _____ File Code: 27.02.02.00.A2-2

Date: _____ Date Published: 9/4/74

UNIT PRETEST: RECEIVING, CHECKING AND MARKING

27.02.02.01

1. Who supervises receiving, checking, and marking operations in the small store?

   a. any employee in the store
   b. receiving clerk
   c. manager
   d. traffic manager

2. The location of the receiving department should be:

   a. in the front of the store.
   b. easily accessible to the front of the store but also to the carrier.
   c. in the basement of the store, out of the way.
   d. on the selling floor.

3. When a store has a warehouse or service center, what goods is usually not received there?

   a. lawn supplies
   b. furniture
   c. ready-to-wear items
   d. hardware

4. In large stores, one of the three general layout arrangements that may be used in a receiving department is:

   a. storing closets.
   b. shelves.
   c. a stationary table layout.
   d. warehouses.

5. The most practical of all the equipment used in small stores is the:

   a. manual gravity conveyor.
   b. stationary conveyor.
   c. mechanized conveyor.
   d. portable table.

27.02.02.02

6. To whom do you send the completed purchase order?

   a. to the purchasing agent
   b. to the manager for final approval
   c. to the vendor
   d. to the receiving agent

7. To whom do you mail the invoice?

   a. to the consignee
   b. to the vendor
   c. to the carrier
   d. to the shipping agent

8. A form that describes the merchandise which the buyer wishes to purchase and states the prices and the shipping and billing terms is the:

   a. purchase requisition.
   b. purchase order.
   c. invoice.
   d. inventory card.

9. If it becomes necessary to unpack merchandise before the invoice arrives, the receiving room can:

   a. do nothing.
   b. make a blind invoice.
   c. make a dummy invoice.
   d. take a direct check.

10. Metal band cartons could fly up and out when cut, and the loose ends could cause injury, especially to the:

    a. arms.
    b. eyes.
    c. hands.
    d. chest.

27.02.02.03

11. Opening cartons before an invoice arrives can be bad because:

    a. you move the merchandise on the floor to be sold.
    b. there is no way of checking for shortages.
    c. there is no way of marking the merchandise.
    d. there is no way of keeping track of what merchandise is put on the floor.

27.02.02.03 (continued)

12. All shortages, breakages, damages, averages and substitutions should be reported to the:

    a. vendor.
    b. receiving manager.
    c. shipping manager.
    d. store manager.

13. If a shipper has used heavy wooden boxes when he should have used corrugated boxes, what should be done?

    a. The shipper should be charged back for the difference.
    b. Nothing you can do.
    c. The store has to take the loss.
    d. Refuse the merchandise and send it back.

14. Which of the below is a copy of the charge-back form?

    a. Invoice.
    b. Waybill.
    c. Bill of lading.
    d. Packing slip.

15. When goods are returned for repairs, the manager or buyer usually fills out a:

    a. bill of lading.
    b. straight charge-bill.
    c. charge-back form.
    d. memorandum invoice.

27.02.02.04

16. When a store manager in a small store writes the unit selling price on the vendor's invoice, it is called:

    a. wholesaling the invoice.
    b. retailing the invoice.
    c. prefixing.
    d. coding.

17. The standard machine for marking ready-to-wear is the:

    a. gummed label machine.
    b. rubber stamp machine.
    c. string-tag machine.
    d. slip fold.

27.02.02.04 (continued)

18. The ticket used when items are frequently returned is the:

    a. gum ticket.
    b. string ticket.
    c. ring seal ticket.
    d. wedge ticket.

19. In large stores, when a price change occurs in the merchandise, a report is filled out by the:

    a. store manager.
    b. buyer.
    c. general manager.
    d. department supervisor.

20. The second copy of a report of change in retail price is sent to the:

    a. supervisor of the department which merchandise is being repriced.
    b. buyer.
    c. stores office.
    d. marking division.

UNIT TEST ANSWER SHEET
(Unit Pretest Answer Key)

Occupational Area:
File Code: 27.02.02.00.A2-2
Name:

ANSWERS

.02.02.01	1.	c		21.		41.	
	2.	b		22.		42.	
	3.	c		23.		43.	
	4.	c		24.		44.	
	5.	d		25.		45.	
.02.02.02	6.	c		26.		46.	
	7.	a		27.		47.	
	8.	b		28.		48.	
	9.	c		29.		49.	
	10.	b		30.		50.	
.02.02.03	11.	b		31.		51.	
	12.	d		32.		52.	
	13.	a		33.		53.	
	14.	d		34.		54.	
	15.	d		35.		55.	
.02.02.04	16.	b		36.		56.	
	17.	c		37.		57.	
	18.	b		38.		58.	
	19.	b		39.		59.	
	20.	d		40.		60.	

File Code: 27.02.02.01.A2-0

Date Published: 3/17/75

Mountain-Plains Education & Economic Development Program, Inc.
(Havre AFB, Montana 59231)

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Receiving Departments and Equipment

OBJECTIVE:

Identify the purpose of the receiving department and determine the location for a receiving area. Also identify the types of equipment used in the receiving areas of various stores.

EVALUATION PROCEDURE:

Complete a student-scored multiple-choice objective test. Successful completion is eight out of ten items.

RESOURCES:

Receiving, Checking, and Marking, University of Texas, 1969.
"Receiving, Checking, Marking Merchandise," International Film Bureau, 1970, sound filmstrip.

PROCEDURE:

1. Obtain a copy of the text and go to your study area.
2. View film, "Receiving, Checking, Marking Merchandise".
3. Read pages 17 through 19 and 20 through 24.
4. Study figures 19 through 25 for additional information.
5. Answer questions 1, 3, 5, and 7 on page 19 and 1, 2, and 4 on page 24 on a separate sheet of paper.
6. Turn in answer sheet to instructor.
7. Take the LAP test after completion of LAP 27.02.02.02. Correct all errors.
8. If successfully completed, continue on to the next LAP.

Principal Author(s): T. Preston, B. Egan

INVOICE

SOLD TO: _____ INVOICE NO: _____

_____ DATE: _____

_____ TERMS: _____

Customer Order No.	Date Received	Date Shipped	Ship Via

QUANTITY ORDERED	STOCK NUMBER	DESCRIPTION	QUANTITIES		UNIT PRICE	EXTENSION AMOUNT
			Shipped	Back-ordered		

27.02.02.02.A2-0

PACKING SLIP

TO:

FROM:

Customer's Order Number

QUANTITY ORDERED	DESCRIPTION	QUANTITY SHIPPED	QUANTITY Back Ordered

27.02.02.02.A2-0

PURCHASE REQUISITION

FROM _____ (DEPARTMENT) DATE _____

WANTED _____ ORDER NO. _____
REPLACEMENT EQUIPMENT

QUANTITY	DESCRIPTION

Requisitions for articles not carried must be approved by works manager before purchase is made.

APPROVED _____ SIGNED _____

Foremen will not use this space.

Purchase Order No. _____

Order From _____

27.02.02.02.A2-0

STOCK REQUISITION

TO: _____ AUTHORIZED SIGNATURE: _____

DATE: _____ DEPARTMENT: _____

CONSIGNED TO: _____ INVOICE NO:: _____

QUANTITY	STOCK NO.	BIN NO.	DESCRIPTION	WAREHOUSE USE	
				Quantity Picked	Quantity Back-ordered

INVENTORY CARD

TERMS:	DISCOUNT:	REORDER PERIOD	VENDOR

STOCK NUMBER	DESCRIPTION	COST	CURRENT INVENTORY	STOCK	
				Maximum	Minimum
			DATE		
			Stock on Hand		
			On Order		
			DATE		
			Stock on Hand		
			On Order		
			DATE		
			Stock on Hand		
			On Order		
			DATE		
			Stock on Hand		
			On Order		
			DATE		
			Stock on Hand		
			On Order		
			DATE		
			Stock on Hand		
			On Order		

RECEIVING REPORT

This form is to be filled out and sent to the purchasing agent the day that material is received. If this report indicates a partial shipment, a supplemental receiving report should be prepared showing materials yet to be received on this order. Provide full particulars if material is unacceptable for any reason.

Rec. By	Shipper	Shipped By (City Only)	Carrier	Carrier's No.	Items Rec.	Weight	Charges	Dept.	Rec. No.	Date Rec.

- Report loss or damage immediately to the purchasing division.
- Retain container and contents for inspection.
- Furnish damage report on form supplied by purchasing department.

68

Partial Shipment _____

Order Completed _____

69

Requisition No:

Date Issued:

Date Required:

Deliver To:

Location:

Job No:

Quantity	Description

CREDIT MEMORANDUM

No.

To

Date

Inv. No.

Your account has been credited for:

Quantity	Cat. No.	Description	Unit Price	Total

MEMORANDUM

TO:

FROM:

SUBJECT: DATE:

INVOICE NO.

INVOICE DATE

OUR ORDER NO.

YOUR ORDER NO.

TERMS F.O.B.

SALESMAN

SHIPPING DATE

CAR OR VEHICLE INITIALS

Sold To

SHIPPED TO

SHIPPED VIA PPD. or COLL.

Quantity	No. of pkgs.	Description	Price	Amount

Job 9

719 Music Row
Nashville, TN 37212

PURCHASE REQUISITION NO.

SUGGESTED VENDOR

REQ. BY:

DEPT.

ATTN. OF:

TEL. EXT.	DATE OF REQ.
DATE WANTED	DEPT. FILE NO.
SIGNATURE—DEPARTMENT HEAD	
APPROVAL SIGNATURE	

Item No.	Quantity	Description	Unit of Purchase	Price	Total

(Uniform Domestic Straight Bill of Lading, adopted by Carriers in Official Southern, Western and Illinois Classification territories March 15, 1922, as amended August 1, 1930, and June 15, 1941.)

Shipper's No. _____

Agent's No. _____

UNIFORM STRAIGHT BILL OF LADING
(PRESCRIBED BY THE INTERSTATE COMMERCE COMMISSION)
ORIGINAL - NOT NEGOTIABLE

_____ COMPANY

RECEIVED, Subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading,

AT _____, 19

FROM _____

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned and destined as indicated below, which said company (the word company being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry in its usual place of delivery at said destination, if on its own road or its own water line, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns.

Mail or street address of consignee - For purposes of notification only

Consigned to _____

Destination _____ State of _____ County of _____

Route _____

_____ Car Initial _____ Car Number _____

No. Packages	Description of Articles, Special Marks and Exceptions	*Weight (Subject to Correction)	Class or Rate	Check Col.

If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

_____
(Signature of Consignor)

If charges are to be prepaid, write or stamp here. "To Be Prepaid."

Received $_____ to apply in prepayment of the charges on the property described

_____
Agent or Cashier

Per _____
(The signature here acknowledges only the amount prepaid).

Charges advanced:

_____

NOTE - Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____ Per _____

_____ *Shipper.* _____ *Agent.*

Per _____ Per _____

The fibre boxes used for this shipment conform to the specifications set forth in the box-maker's certificate thereon, and all other requirements of Rule 41 Consolidated Freight Classifications.

File Code: 27.02.02.02.A2-0

Date Published: 3/17/75

Mountain-Plains Education & Economic Development Program, Inc.
(Rocky Boy AFB, Montana 59231)

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Merchandise Handling

OBJECTIVE:

Specify the purpose for, and routing of, the major merchandise-handling documents. Identify the methods and types of equipment used when checking incoming merchandise.

EVALUATION PROCEDURE:

Complete a student-scored multiple-choice objective test. Successful completion is eight out of ten items.

RESOURCES:

Physical Distribution, Walsh, 1969.
Receiving, Checking and Marking, University of Texas, 1969.
Blank documents (in file drawer with this LAP sheet).

PROCEDURE:

1. Obtain a copy of the text, Physical Distribution, and go to your study area.
2. Read pages 11 through 26. Using the purchase information given at the top of pages 14, 15, 20, 21, 22, and 26, complete blank documents provided with this LAP.
3. Neatly answer questions 1 through 8 at the top of page 27 and questions 1, 3, 5, and 6, at the bottom of page 27 on a separate sheet of paper.
4. Obtain a copy of the text Receiving, Checking, and Marking; read pages 37, 38, 41 and 42.
5. Answer questions 1 through 5 on page 38 and questions 1 through 10 on page 42. Use separate sheet of paper.
6. Upon completion, turn in answer sheet and documents to the instructor.
7. Return the text.
8. Take the LAP test after completion of this LAP and 27.02.02.01. Correct all errors.
9. If successfully completed, proceed to next LAP. NOTE: In order to complete certain documents, you must use information given on other documents in this exercise which were previously completed.

Principal Author(s): T. Preston, B. Egan

Student: _____ File Code: 27.02.02.02.A2-2

Date: _____ Date Published: 8/14/75

LAP TEST: RECEIVING DEPARTMENT AND EQUIPMENT
MERCHANDISE HANDLING

27.02.02.01

1. Who supervises receiving, checking, and marking operations in the small store?

   a. any employee in the store
   b. receiving clerk
   c. manager
   d. traffic manager

2. The location of the receiving department should be:

   a. in the front of the store.
   b. easily accessible to the front of the store but also to the carrier.
   c. in the basement of the store, out of the way.
   d. on the selling floor.

3. In large stores, one of the three general layout arrangements that may be used in a receiving department is:

   a. storing closets.
   b. shelves.
   c. a stationary table layout.
   d. warehouses.

4. The most practical of all the equipment used in small stores is the:

   a. manual gravity conveyor.
   b. stationary table.
   c. mechanized conveyor.
   d. portable table.

5. When a store has a warehouse or service center, what goods are usually not received there?

   a. lawn supplies
   b. furniture
   c. ready-to-wear items
   d. hardware

27.02.02.02

6. To whom do you send the completed purchase order?

   a. to the purchasing agent
   b. to the manager for final approval
   c. to the receiving agent
   d. to the vendor

7. To whom will the warehouse manager give the stock requisition?

   a. to the carrier
   b. to the vendor
   c. to the material handler
   d. to the store manager

8. Where do you send the completed receiving report?

   a. to the shipping clerk
   b. to the vendor
   c. to the carrier
   d. to the purchasing agent

9. What merchandise does not require a quality check?

   a. listed items
   b. branded staple goods
   c. appliances
   d. furniture

10. You would use a chisel on what type of a carton?

   a. pasteboard cartons.
   b. wired cartons.
   c. taped cartons.
   d. wooden cartons.

LAP TEST ANSWER KEY: RECEIVING DEPARTMENT AND EQUIPMENT MERCHANDISE HANDLING

LAP 01
1. c
2. b
3. c
4. d
5. c

LAP 02
6. d
7. c
8. c
9. b
10. d

File Code: 27.02.02.03.A2-0

Date Published: 3/17/75

Mountain-Plains Education & Economic Development Program, Inc.
(Rough AFB, Montana 59431)

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Discrepancies and Vendor Returns

OBJECTIVES:

Identify the various types of discrepancies and reasons for filing merchandise discrepancy claims against vendors.

EVALUATION PROCEDURE:

Complete a student-scored multiple-choice objective test. Successful completion is eight out of ten items.

RESOURCES:

Receiving, Checking, and Marking, University of Texas, 1972.

PROCEDURE:

1. Obtain a copy of the text and go to your study area.
2. Read pages 39-44 and 73-74 in the text. the text.
3. Answer questions 1 through 6 on page 40, 1 through 4 on page 44, and 1 through 4 on page 75 on a separate sheet of paper.
4. Upon completion, turn in your answer sheet to the instructor.
5. Return text.
6. Take the LAP test. Correct all errors.
7. If successfully completed, continue to next LAP.

Principal Author(s): T. Preston, B. Egan

LAP TEST ANSWER KEY: DISCREPANCIES AND VENDOR RETURNS

1. b
2. d
3. d
4. b
5. a
6. d
7. a
8. d
9. d
10. b

File Code: 27.02.02.04.A2-0

Date Published: 3/17/75

Mountain-Plains Education & Economic Development Program, Inc.
(Havre AFB, Montana 59521)

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Marking Merchandise

OBJECTIVE:

Identify data needed to properly mark merchandise, correctly identify two types of price marking equipment and how each is used. Determine the uses of various types of price tickets and procedures followed when re-marking merchandise.

EVALUATION PROCEDURE:

Complete a student-scored multiple-choice objective test. Successful completion is eight out of ten items.

RESOURCES:

Receiving, Checking and Marking, University of Texas, 1969.

PROCEDURE:

1. Obtain a copy of the text and go to your study area.
2. Read pages 49 through 58, and pages 61 through 63.
3. Neatly answer questions 4, 5, and 6 on page 50, 1 through 5 on page 53, 1 through 4 on page 58 and 1 through 5 on page 63 on a separate sheet of paper.
4. Upon completion, turn in your answer sheet to the instructor.
5. Return text.
6. Take the LAP test. Correct all errors.

Principal Author(s): T. Preston, B. Egan

LAP TEST: MARKING MERCHANDISE

1. b
2. a
3. c
4. a
5. d
6. b
7. c
8. a
9. b
10. d

File Code: 27.02.02.05.A2-0

Date Published: 3/17/75

Mountain-Plains Education & Economic Development Program, Inc.
Glasgow AFB, Montana 59231

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Monarch Dial-A-Pricer

OBJECTIVE:

Operate a Monarch Dial-A-Pricer using a variety of labels, tickets, or tags that can be clearly and legibly price marked to include the various codes and prices.

EVALUATION PROCEDURE:

Evaluation will be on the Performance Test at the Unit level.

RESOURCES:

Operating Instruction Booklet for Monarch Dial-A-Pricer, Monarch Marking System; Pitney Bowes, 1972.

PROCEDURE:

1. Obtain operating Instruction Manual and go to your study area.
2. Read pages 2 through 18, and study all illustrations. Practice various prices on monarch marking machine and use various price tickets.
3. Approach marking machine at any time.
4. Return manual.
5. Take the Unit Performance Test.
6. If successfully completed, ask instructor for each unit test.
7. Upon completion, ask instructor to schedule the course test at the Testing Center.

Principal Author(s): T. Preston, B. Egan

UNIT TEST ANSWER SHEET
(Unit Post Test Answer Key)

Occupational Area:
File Code: 27.02.02.00.B2-2
Name:

ANSWERS

27.02.02.01

1. c
2. c
3. c
4. d
5. a

27.02.02.02

6. c
7. c
8. a
9. c
10. b

27.02.02.03

11. b
12. d
13. c
14. d
15. d

27.02.02.04

16. d
17. a
18. c
19. b
20. b
21.
22.
23.
24.
25.
26.
27.
28.
29.
30.
31.
32.
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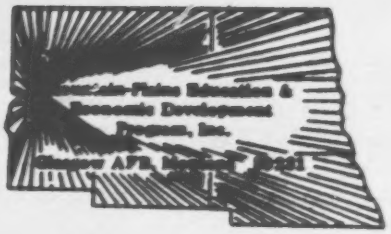
59.
60.

Student: _____ File Code: 27.02.02.00.A1-5

Date: _____ Date Published: 11/13/74



Family Pay Number: _____ Sex: M F (Circle 1)

UNIT PERFORMANCE TEST: RECEIVING, CHECKING, AND MARKING (MONARCH DIAL-A-PRICER #23)

OBJECTIVES:

The student will be able to perform the following on the Monarch Dial-A-Pricer #23:

(1) Set printing head.
(2) Load roll gum labels
(3) Load string labels
(4) Load pin tickets
(5) Adjust printing impression and printing band tension.

TASK:

The student will be asked to set printing bands for date, cost code, and price as stated by instructor, as well as print 15 gummed labels, 12 string tickets, and 12 pin tickets. The student will set printing impression adjustment and printing band tension adjustment.

ASSIGNMENT:

CONDITIONS:

The student will not use any references. The student may not receive any assistance from the instructor or other students. He must use only those resources provided.

RESOURCES:

Monarch Dial-A-Pricer Model #23
Gum labels
String labels
Pin tickets

Student: _____ File Code: 27.02.02.00.A1-5

Date: _____ Date Published: 11/13/74

Family Pay Number: _____ Sex: M F (Circle 1)

PERFORMANCE CHECKLIST:

OVERALL PERFORMANCE: Satisfactory_____ Unsatisfactory_____

	CRITERION Met	Not Met
Objective 1:		
1. Set printing head for correct date.		
Criterion: Assigned date appears when used.		
2. Set printing head for correct cost code.		
Criterion: Assigned cost code appears when used.		
3. Set printing head for correct price.		
Criterion: Assigned price appears when used.		
Objective 2:		
4. Correctly load gum tickets.		
Criterion: Gum tickets loaded as per manufacturer's		
specifications.		
5. Correctly set date.		
6. Correctly set cost code.		
7. Correctly set price.		
8. Print gum tickets.		

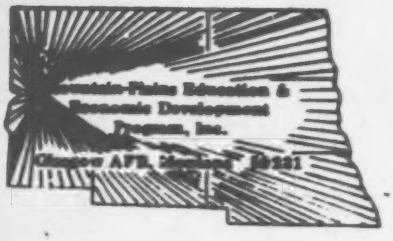
	CRITERION Met	Not Met
Criterion: Tickets have assigned date, cost code, and price		
and 15 tickets are printed correctly.		
Objective 3:		
9. Correctly load string tickets.		
Criterion: Loaded as per manufacturer's specifications.		
10. Correctly set date.		
11. Correctly set cost code.		
12. Correctly set price.		
13. Print string tickets.		
Criterion: Assigned date, cost code, and price are printed		
correctly on 12 tickets.		
OBJECTIVE 4:		
14. Correctly load pin tickets.		
Criterion: Loaded as per manufacturer's specifications.		
15. Correctly set date.		
16. Correctly set cost code.		
17. Correctly set price.		
18. Print pin tickets.		
Criterion: Assigned date, cost code, and price are printed		
correctly on 12 pin tickets.		

(Checklist continued)

	CRITERION Met	Not Met
Objective 5:		
19. Correctly set printing impression adjustment.		
20. Correctly set printing band tension adjustment.		
Criterion: Sample label will be printed and inspected for		
proper adjustments.		
The student must get a score of satisfactory on 17/20 line		
items to get an overall score of satisfactory.		

Student: _____ File Code: 27.02.02.03.A2-2

Date: _____ Date Published: 10/3/74



LAP TEST: DISCREPANCIES AND VENDOR RETURNS

1. **Opening cartons before an invoice arrives can be bad because:**

   a. you move the merchandise on the floor to be sold.
   b. there is no way of checking for shortages.
   c. there is no way of marking the merchandise.
   d. there is no way of keeping track of what merchandise is put on the floor.

2. What package should the checking room open first when a bunch come in?

   a. It doesn't matter which one is opened first.
   b. The largest one.
   c. The smallest one.
   d. The one with the packing slip enclosed.

3. All shortages, breakages, damages, averages and substitutions should be reported to the:

   a. vendor.
   b. receiving manager.
   c. shipping manager.
   d. store manager.

4. If a shipment of goods is shipped by freight and there is a shortage, claims for the shortage would first go to the:

   a. carrier.
   b. shipper.
   c. consignee.
   d. anyone of the three.

5. If a shipper has used heavy wooden boxes when he should have used corrugated boxes, what should be done?

   a. The shipper should be charged back for the difference.
   b. Nothing you can do.
   c. The store has to take the loss.
   d. Refuse the merchandise and send it back.

6. How is a claim for shortages of goods prepared?

   a. From the waybill.
   b. From the bill of lading.
   c. From the packing slip.
   d. From the invoice.

7. In large stores, claims are filed in the:

   a. traffic office.
   b. manager's office.
   c. shipping office.
   d. checking office.

8. Which of the below is a copy of the charge-back form?

   a. Invoice.
   b. Waybill.
   c. Bill of lading.
   d. Packing slip.

9. When goods are returned for repairs, the manager or buyer usually fills out a:

   a. bill of lading.
   b. straight charge-bill.
   c. charge-back form.
   d. memorandum invoice.

10. Before using a container that has been used from a previous shipment, you check:

   a. for the correct tape to bind it.
   b. for elimination of old shipping marks.
   c. to see if the shipper will haul the kind of a box.
   d. to be sure that the invoice is in with the returning merchandise.

Student: _____ File Code: 27.02.02.04.A2-2

Date: _____ Date Published: 10/3/74

LAP TEST: MARKING MERCHANDISE

1. When a store manager in a small store writes the unit selling price on the vendor's invoice, it is called:

   a. wholesaling the invoice.
   b. retailing the invoice.
   c. prefixing.
   d. coding.

2. When using the code of "Money Talks", what is the price of T N Y?:

   a. $6.35
   b. $5.63
   c. $5.36
   d. $1.35

3. One type of rubber stamp is:

   a. squared.
   b. raised.
   c. band.
   d. egged.

4. A type of rubber stamp adaptable for marking a variety of merchandise is:

   a. band.
   b. block.
   c. squared.
   d. raised.

5. The ideal ticket for marking shirts, jackets, suits, and other garments is the:

   a. ring seal ticket.
   b. wedge ticket.
   c. pin ticket.
   d. button ticket.

6. The ticket used when items are frequently returned is the:

   a. gum ticket.
   b. string ticket.
   c. ring seal ticket.
   d. wedge ticket.

7. Merchandise which requires a sturdy ticket would use a:

   a. hole ticket.
   b. gum ticket.
   c. pin ticket.
   d. string ticket.

8. Which item below is not a reason for remarking merchandise?

   a. When merchandise is moved on the selling floor.
   b. Returned merchandise.
   c. Markdowns.
   d. Markups.

9. A report of change of retail price has:

   a. two copies.
   b. three copies.
   c. four copies.
   d. five copies.

10. The second copy of a report of change in retail price is sent to the:

   a. supervisor of the department which merchandise is being repriced.
   b. buyer.
   c. stores office.
   d. marking division.

Student: _____ File Code: 27.02.02.00.B2-2

Date: _____ Date Published: 9/4/74

UNIT POST TEST: RECEIVING, CHECKING AND MARKING

27.02.02.01

1. Who supervises receiving, checking, and marking operations in the small stores?

   a. any employee in the store
   b. receiving clerk
   c. manager
   d. traffic manager

2. Who does not supervise receiving, checking, and marking operations in a large store?

   a. traffic manager
   b. receiving clerk
   c. manager
   d. receiving superintendent

3. When a store has a warehouse or service center, what goods is usually not received there?

   a. lawn supplies
   b. furniture
   c. ready-to-wear items
   d. hardware

4. The most practical of all the equipment used in small stores is the:

   a. manual gravity conveyor.
   b. stationary table.
   c. mechanized conveyor.
   d. portable table.

5. To move merchandise in between floors in large stores what is used?

   a. vertical lifts
   b. elevators
   c. gravity chutes
   d. gravity conveyors

27.02.02.02

6. To whom do you send the completed purchase order?

   a. to the purchasing agent
   b. to the manager for final approval
   c. to the vendor
   d. to the receiving agent

7. To whom will the warehouse manager give the stock requisition?

   a. to the carrier
   b. to the vendor
   c. to the material handler
   d. to the store manager

8. To whom do you mail the invoice?

   a. to the consignee
   b. to the vendor
   c. to the carrier
   d. to the shipping agent

9. If it becomes necessary to unpack merchandise before the invoice arrives, the receiving room can:

   a. do nothing.
   b. make a blind invoice.
   c. make a dummy invoice.
   d. take a direct check.

10. Metal band cartons could fly up and out when cut, and the loose ends could cause injury, especially to the:

    a. arms.
    b. eyes.
    c. hands.
    d. chest.

27.02.02.03

11. Opening cartons before an invoice arrives can be bad because:

    a. you move the merchandise on the floor to be sold.
    b. there is no way of checking for shortages.
    c. there is no way of marking the merchandise.
    d. there is no way of keeping track of what merchandise is put on the floor.

27.02.02.03 (continued)

12. What package should the checking room open first when a bunch come in?

    a. It doesn't matter which one is opened first.
    b. The largest one.
    c. The smallest one.
    d. The one with the packing slip enclosed.

13. If indications are that missing goods were lost in-transit, a claim should be made against the:

    a. shipper.
    b. vendor.
    c. carrier.
    d. consignee.

14. How is a claim for shortages of goods prepared?

    a. From the waybill.
    b. From the bill of lading.
    c. From the packing slip.
    d. From the invoice.

15. Which of the below is a copy of the charge-back form?

    a. Invoice.
    b. Waybill.
    c. Bill of lading.
    d. Packing slip.

27.02.02.04

16. What information below is not used on outer ready-to-wear?

    a. Price.
    b. Color.
    c. Size.
    d. Style.

17. How many general types of rubber stamps are there in use?

    a. Two.
    b. Six.
    c. Four.
    d. Five.

27.02.02.04 (continued)

18. The ticket used on pair items is the:

    a. folding pin ticket.
    b. gum ticket.
    c. hole ticket.
    d. ring seal ticket.

19. The ticket used when items are frequently returned is the:

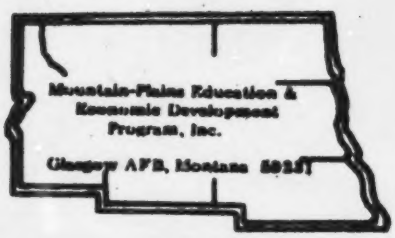
    a. gum ticket.
    b. string ticket.
    c. ring seal ticket.
    d. wedge ticket.

20. In large stores, when a price change occurs in the merchandise, a report is filled out by the:

    a. store manager.
    b. buyer.
    c. general manager.
    d. department supervisor.

File Code: 27.02.03.00.A2-1

Date Published: 3/17/75



Learning Experience Guide

UNIT: STOCKKEEPING

RATIONALE:

Merchandise must be properly stored, protected, and accounted for. This helps prevent losses to a business resulting from theft, fire, and damage. It also makes the merchandise readily available to the sales floor.

PREREQUISITES:

Unit .02 of this course (Receiving, Checking, and Marking)

OBJECTIVE:

Identify the methods of storing, protecting, and accounting for merchandise in a stockroom.

RESOURCES:

Stockkeeping, Distributive Education Instructional Materials Laboratory, University of Texas at Austin, 1969.

GENERAL INSTRUCTIONS:

Complete all performance activities in this unit. Take the unit test.

PERFORMANCE ACTIVITIES:

.01 Functions and Physical Characteristics of Stockkeeping.
.02 Arrangement and Protection of Merchandise.
.03 Stock Control Systems

EVALUATION PROCEDURE:

Score 80% or better on the unit test.

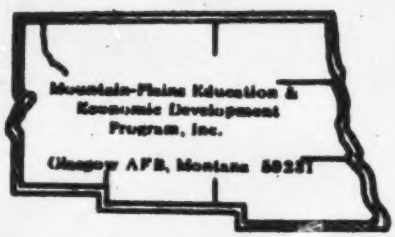
FOLLOW-THROUGH:

Go to the first assigned LAP.

Principal Author(s): T. Preston, B. Egan

File Code: 27.03.01.00.A2-1

Date Published: 3/18/75



Learning Experience Guide

UNIT: BASIC HUMAN RELATIONS

RATIONALE:

There is a great deal of person-to-person contact in most marketing occupations. Therefore, success in marketing greatly depends upon the way a person in a marketing occupation gets along with people.

PREREQUISITES:

Communication Skills at Level E.

OBJECTIVE:

Identify the factors which promote good human relations in marketing occupations. Apply the factors which promote good human relation in a role-playing situation.

RESOURCES:

Psychology and Human Relations in Marketing, Donald D. Hiserodt, Gregg Division/ McGraw-Hill Book Co., 1969.

GENERAL INSTRUCTIONS:

Complete all performance activities in this unit. Take the unit post test upon completion of LAP .03.

PERFORMANCE ACTIVITIES:

.01 Business Human Relations.
.02 Personal Traits Needed in Marketing.
.03 Marketing Attitudes.

EVALUATION PROCEDURE:

Complete an instructor-scored multiple-choice test with 80% accuracy.
Complete the performance test according to the criteria on the test.

FOLLOW-THROUGH:

Go to the first assigned LAP.

Principal Author(s): T. Preston, B. Egan

Student: _____ File Code: 27.02.03.00.A2-2

Date: _____ Date Published: 10/4/74

UNIT PRETEST: STOCKKEEPING

27.02.03.01

1. The term that refers to the handling of merchandise within the store and moving it from one place to another as needed is:

   a. stockkeeping.
   b. marking.
   c. receiving.
   d. shipping.

2. The buyer has the merchandise quality checked:

   a. to see if the shipment of items comes up to specifications and description agreed upon.
   b. to see if the shipment received is the same amount as the shipment ordered.
   c. to see if the sizes, colors, and styles were shipped in the same amount as was ordered.
   d. to help when deciding where incoming merchandise is to be stored.

3. A centralized stockroom:

   a. has just one room to stock the entire stock.
   b. is in the center of the store.
   c. has a number of small rooms outside of the store.
   d. has two rooms for stock, one in the basement and one on the top floor.

4. A desirable width for stock aisles is:

   a. 40 inches.
   b. 30 inches.
   c. 20 inches.
   d. 60 inches.

5. The main types of stockroom fixtures in a storeroom are the:

   a. pins and racks.
   b. conveyors and elevators.
   c. trucks and dollies.
   d. hand tools.

27.02.03.02

6. The location of the fast moving items is:

   a. in the department that it belongs in on the selling floor.
   b. on the top shelves.
   c. in movable baskets and tables.
   d. in the lower lines or near the aisles.

7. Space in a stockroom is most efficiently used with:

   a. movable lines.
   b. stationary tables.
   c. adjustable shelves.
   d. trucks and dollies.

8. Wire barriers are good defenses against theft and they also:

   a. don't have to be locked all of the time because you can see into the compartment.
   b. can be broken down in case of a fire.
   c. allow air to circulate and allow light to the storage compartments.
   d. will not minimize pilferage.

9. The most important rule to keep in mind when lifting is to:

   a. use leg muscles.
   b. use back muscles.
   c. use arm muscles.
   d. use arm and back muscles.

10. How high should a person load a wheeler?

   a. No farther than a person can reach.
   b. Shoulder level.
   c. Four feet.
   d. Not over seven feet for clearance.

27.02.03.03

11. The type of stock control which does not necessarily concern itself with units of merchandise is:

   a. Unit Stock Control.
   b. Dollar Stock Control.
   c. Fashion Stock Control.
   d. "Seventh Merchandising Sense".

27.02.03.03 (continued)

12. How many general types of work control are there?

    a. Twenty.
    b. Two.
    c. Fifteen.
    d. Five.

13. The object of the control that points out slow-moving lines or items is the:

    a. control by supervision.
    b. dissection or classification.
    c. periodic inventory and sales analysis.
    d. controls based on model or basic stocks.

14. Most stores take a physical inventory of the merchandise in stock at least:

    a. once a year.
    b. four times a year.
    c. twice a year.
    d. three times a year.

15. The system which will not detect stock shortages is:

    a. dissection or classification of a department.
    b. periodic inventory and sales analysis.
    c. method based on the use of duplicate tickets.
    d. method based on the use of duplicate requisitions.

UNIT TEST ANSWER SHEET
(Unit Pretest Answer Key)

Occupational Area:
File Code: 27.02.03.00.A2-2
Name:

ANSWERS

27.02.03.01	1. c	21.	41.
	2. a	22.	42.
	3. a	23.	43.
	4. a	24.	44.
	5. d	25.	45.
27.02.03.02	6. d	26.	46.
	7. c	27.	47.
	8. c	28.	48.
	9. a	29.	49.
	10. b	30.	50.
27.02.03.03	11. b	31.	51.
	12. d	32.	52.
	13. c	33.	53.
	14. c	34.	54.
	15. a	35.	55.
	16.	36.	56.
	17.	37.	57.
	18.	38.	58.
	19.	39.	59.
	20.	40.	60.

File Code: 27.02.03.01.A2-0

Date Published: 3/17/75

Mountain-Plains Education & Economic Development Program, Inc.
(Havre AFB, Montana 59231)

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Functions and Physical Characteristics of Stockkeeping

OBJECTIVE:

Identify the major functions of stockkeeping, define the two major types of stockrooms, and identify the factors to be considered in planning a stockroom.

EVALUATION PROCEDURE:

Complete a student-scored multiple-choice objective test. Successful completion is eight out of ten items.

RESOURCES:

Stockkeeping, University of Texas, 1969.

PROCEDURE:

1. Obtain a copy of the text, and go to your study area.
2. Read pages 83 through 86, pages 89 through 90 and 91 through 101.
3. For additional information, study the table on page 97 and the illustrations on page 100.
4. Neatly answer questions 1, 2, and 3 on page 87, questions 1 and 2 on page 90 and questions 1, 3, 4, 5, and 8 on page 101 on a separate sheet of paper.
5. Turn in your answer sheet to the instructor.
6. Return text.
7. Take the LAP test. Correct all errors.
8. If successfully completed, continue to next LAP.

Principal Author(s): T. Preston, B. Egan

Student: _____ File Code: 27.02.03.01.A2-2

Date: _____ Date Published: 10/4/74

LAP TEST: FUNCTIONS AND PHYSICAL CHARACTERISTICS OF STOCKKEEPING

1. The term that refers to the handling of merchandise within the store and moving it from one place to another as needed is:

   a. stockkeeping.
   b. marking.
   c. receiving.
   d. shipping.

2. A person has an opportunity to learn more facts about merchandise than any other work in the store by working as a:

   a. stock person.
   b. supervisor.
   c. salesperson.
   d. manager.

3. The buyer has the merchandise quality checked:

   a. to see if the shipment of items comes up to specifications and description agreed upon.
   b. to see if the shipment received is the same amount as the shipment ordered.
   c. to see if the sizes, colors, and styles were shipped in the same amount as was ordered.
   d. to help when deciding where incoming merchandise is to be stored.

4. One type of outflow of merchandise that the buyer supervises and authorizes is:

   a. transfer of goods to another department for selling.
   b. fast moving goods.
   c. reserve stock.
   d. warehouse stock.

5. Which one of the below items is <u>not</u> part of a routine physical inventory?

   a. Monthly physical inventory.
   b. Quarterly physical inventory.
   c. Annual physical inventory.
   d. Semi-annual physical inventory.

6. When a stockroom is located in a small room along the outside walls of the store, this is called:

   a. a decentralized stockroom.
   b. a centralized stockroom.
   c. a receiving stockroom.
   d. a marking stockroom.

7. A centralized stockroom:

   a. has just one room to stock the entire stock.
   b. is in the center of the store.
   c. has a number of small rooms outside of the store.
   d. has two rooms for stock, one in the basement and one on the top floor.

8. A desirable width for stock aisles is:

   a. 40 inches.
   b. 30 inches.
   c. 20 inches.
   d. 60 inches.

9. The types of fixtures that allow the best possible use of vertical space are the:

   a. adjustable shelves.
   b. tables.
   c. dollies.
   d. conveyors.

10. The main types of stockroom fixtures in a storeroom are the:

    a. bins and racks.
    b. conveyors and elevators.
    c. trucks and dollies.
    d. hand tools.

LAP TEST ANSWER KEY: FUNCTIONS AND PHYSICAL CHARACTERISTICS OF STOCKKEEPING

1. a
2. a
3. a
4. a
5. a
6. a
7. a
8. a
9. a
10. a

Mountain-Plains Education & Economic Development Program, Inc.
Havre AFB, Montana 59521

File Code: 27.02.03.02.A2-0

Date Published: 3/17/75

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Arrangement and Protection of Merchandise

OBJECTIVE:

Recognize various ways in which merchandise can be arranged in a stockroom. Be aware of the hazards that cause damage to merchandise and protection against theft. Identify general rules for stockroom safety.

EVALUATION PROCEDURE:

Complete a student-scored multiple-choice objective test. Successful completion is eight out of ten items.

RESOURCES:

Stockkeeping, University of Texas, 1972.

PROCEDURE:

1. Obtain a copy of the text and go to your study area.
2. Read pages 103 through 110, pages 129 through 133, and pages 135 through 142.
3. Neatly answer questions 4, 5, 7 and 9 on page 111, questions 1 through 4 on page 134 on a separate sheet of paper.
4. Neatly answer the following questions on a separate sheet of paper.

   a. List the five basic rules for handling freight.
   b. List the rules to be followed when using tools to unpack merchandise.

5. Turn in your answer sheet to the instructor.
6. Return text.
7. Take LAP test after completion of this LAP and LAP 27.02.03.03.

Principal Author(s): T. Preston, B. Igan

File Code: 27.02.03.03.A2-0

Date Published: 3/17/75

Mountain-Plains Education & Economic Development Program, Inc.
(Hangow AFB, Montana 59231)

Learning Activity Package

Student: _____

Date: _____

PERFORMANCE ACTIVITY: Stock Control Systems

OBJECTIVE:

Define stock control and identify the two major types of stock control. Describe the five general types of stock control systems.

EVALUATION PROCEDURE:

Complete a student-scored multiple-choice objective test. Successful completion is eight out of ten items.

RESOURCES:

Stockkeeping, University of Texas, 1972.

PROCEDURE:

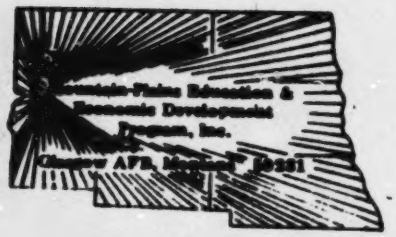
1. Obtain a copy of the text and go to your study area.
2. Read pages 61 through 62. Read pages 75 through 81.
3. Neatly answer questions 1, 2, and 4 on page 62, then answer question 1 on page 81, on a separate sheet of paper.
4. Turn in your answer sheet to the instructor.
5. Return text.
6. Take LAP test after completing this LAP and LAP 27.02.03.02 "Arrangement and Protection of Merchandise."
7. If successfully completed, ask instructor for unit test.
8. If successfully completed, ask instructor to schedule for course test in the Testing Center.

Principal Author(s): T. Preston, B. Egan

27.02.03.02.A2-2

Student: _____ File Code: 27.02.03.03.A2-2

Date: _____ Date Published: 10/4/74



LAP TEST: ARRANGEMENT AND PROTECTION OF MERCHANDISE/ STOCK CONTROL SYSTEMS

27.02.03.02

1. The location of the fast moving items is:

   a. in the department that it belongs in on the selling floor.
   b. on the top shelves.
   c. in movable baskets and tables.
   d. in the lower lines or near the aisles.

2. When merchandise is arranged in a vertical arrangement, the smallest size is:

   a. it really doesn't matter just so long as the goods are of the same quality.
   b. at the top.
   c. starting at the middle and goes down.
   d. at the bottom.

3. Which type of goods will be more easily damaged from light?

   a. Dry goods.
   b. Staple goods.
   c. Household linens.
   d. Ready-to-wear goods.

4. The most important rule to keep in mind when lifting is to:

   a. use leg muscles.
   b. use back muscles.
   c. use arm muscles.
   d. use arm and back muscles.

5. When using a knife or razor blade, how would you handle it to be more safety conscious?

   a. Be sure that the knife blade is not too sharp, so if you do slip and cut yourself, it won't be too bad.
   b. Use another tool instead of the knife or razor blade.
   c. Cut by drawing the knife toward you.
   d. Cut with the sharp edge away from you.

27.02.03.03

6. The type of stock control which does not necessarily concern itself with units of merchandise is:

   a. Unit Stock Control.
   b. Dollar Stock Control.
   c. Fashion Stock Control.
   d. "Seventh Merchandising Sense".

7. The relationship between stocks and sales in dollar stock control is usually checked at:

   a. semi-annual intervals.
   b. monthly intervals.
   c. annual intervals.
   d. weekly intervals.

8. The object of the control that points out slow-moving lines or items is the:

   a. control by supervision.
   b. dissection or classification.
   c. periodic inventory and sales analysis.
   d. controls based on model or basic stocks.

9. Most stores take a physical inventory of the merchandise in stock at least:

   a. once a year.
   b. four times a year.
   c. twice a year.
   d. three times a year.

10. The system which will not detect stock shortages is:

    a. dissection or classification of a department.
    b. periodic inventory and sales analysis.
    c. method based on the use of duplicate tickets.
    d. method based on the use of duplicate requisitions.

LAP TEST ANSWER KEY: ARRANGEMENT AND PROTECTION OF MERCHANDISE/ STOCK CONTROL SYSTEMS

1. d
2. d
3. d
4. a
5. d
6. b
7. b
8. c
9. c
10. a

UNIT TEST ANSWER SHEET
(Unit Post Test Answer Key)

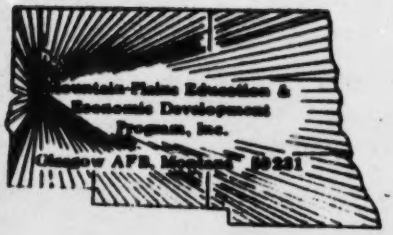
Occupational Area:
File Code: 27.02.03.00.B2-2
Name:

ANSWERS

27.02.03.01	1. c		21.		41.		
	2. a		22.		42.		
	3. a		23.		43.		
	4. a		24.		44.		
	5. a		25.		45.		
.02.03.02	6. c		26.		46.		
	7. a		27.		47.		
	8. c		28.		48.		
	9. a		29.		49.		
	10. b		30.		50.		
.02.03.03	11. b		31.		51.		
	12. d		32.		52.		
	13. c		33.		53.		
	14. c		34.		54.		
	15. c		35.		55.		
	16.		36.		56.		
	17.		37.		57.		
	18.		38.		58.		
	19.		39.		59.		
	20.		40.		60.		

Student: _____ File Code: 27.02.03.00.B2-2

Date: _____ Date Published: 10/4/74



UNIT POST TEST: STOCKKEEPING

27.02.03.01

1. The term that refers to the handling of merchandise within the store and moving it from one place to another as needed is:

   a. stockkeeping.
   b. marking.
   c. receiving.
   d. shipping.

2. The buyer has the merchandise quality checked:

   a. to see if the shipment of items comes up to specifications and description agreed upon.
   b. to see if the shipment received is the same amount as the shipment ordered.
   c. to see if the sizes, colors, and styles were shipped in the same amount as was ordered.
   d. to help when deciding where incoming merchandise is to be stored.

3. A centralized stockroom:

   a. has just one room to stock the entire stock.
   b. is in the center of the store.
   c. has a number of small rooms outside of the store.
   d. has two rooms for stock, one in the basement and one on the top floor.

4. A desirable width for stock aisles is:

   a. 40 inches.
   b. 30 inches.
   c. 20 inches.
   d. 60 inches.

5. The types of fixtures that allow the best possible use of vertical space are the:

   a. adjustable shelves.
   b. tables.
   c. dollies.
   d. conveyors.

27.02.03.02

6. Space in a stockroom is most efficiently used with:

   a. movable lines.
   b. stationary tables.
   c. adjustable shelves.
   d. trucks and dollies.

7. Departmentalized arrangement of stock is:

   a. the arrangement of stock into departments.
   b. classifying merchandise in groups.
   c. arranging merchandise according to stock numbers.
   d. stocking merchandise on top of one another but only for one type of merchandise.

8. Wire barriers are good defenses against theft and they also:

   a. don't have to be locked all of the time because you can see into the compartment.
   b. can be broken down in case of a fire.
   c. allow air to circulate and allow light to the storage compartments.
   d. will not minimize pilferage.

9. The most important rule to keep in mind when lifting is to:

   a. use leg muscles.
   b. use back muscles.
   c. use arm muscles.
   d. use arm and back muscles.

10. How high should a person load a wheeler?

   a. No farther than a person can reach.
   b. Shoulder level.
   c. Four feet.
   d. Not over seven feet for clearance.

27.02.03.03

11. The type of stock control which does not necessarily concern itself with units of merchandise is:

   a. Unit Stock Control.
   b. Dollar Stock Control.
   c. Fashion Stock Control.
   d. "Seventh Merchandising Sense".

27.02.03.03 (continued)

12. How many general types of work control are there?

    a. Twenty.
    b. Two.
    c. Fifteen.
    d. Five.

13. The object of the control that points out slow-moving lines or items is the:

    a. control by supervision.
    b. dissection or classification.
    c. periodic inventory and sales analysis.
    d. controls based on model or basic stocks.

14. Most stores take a physical inventory of the merchandise in stock at least:

    a. once a year.
    b. four times a year.
    c. twice a year.
    d. three times a year.

15. The method that differs from all others of stock control in that it endeavors to trace each piece of merchandise and record the successive steps in its handling from the time the order is placed until the order is sold is:

    a. sales analysis stock control.
    b. model or basic stock control.
    c. unit control.
    d. dissection or classification control.